



Business Operations Department (PERS-3)

SELRES TRAVEL ADVANCE PROCEDURES

References

DODFMR Vol. 9 Chapter 3

**Sections 30302 (A) (2) (b) and 30304 (B)
and**

JFTR Vol. 1

Sections U4101 and U7150 (A) (1) (c)



Business Operations Department (PERS-3)

- ♦ Member reports to the RESCEN 10 working days prior to AT/ADT.
- ♦ RESCEN prepares request to PSD on letterhead in following format:



Business Operations Department (PERS-3)

From: CO, (Reserve Center)

To: OIC/DISB/PSD

Subj: ADVANCE TRAVEL PAY REQUEST ICO NAME, USNR,
SSN

Encl: (1) Copy of orders

1. (Name) attached to (Command) will be performing AT/ADT at (place). Above member requests advances in the amount of \$(per diem, lodging, & misc).
2. Above member does not hold GTCC because (reason).



Business Operations Department (PERS-3)

- Member reports to AT/ADT and submits letter for advance.
- PSD processes request for payment via EFT.
- Note 1: If reason for member not holding GTCC is for financial irresponsibility this must be stated in the member's orders per DODFMR Vol. 9.
- Note 2: If there is no PSD located where member is to perform AT/ADT, advance may be paid by PSD that is located in the MPA.